

F.No: IGNOU /

Date .....

To

**Shri K. Ramesh,**  
Asst. Registrar (Exam – II),  
S.R. & E. Division,  
Indira Gandhi National Open University,  
Block No : 12, Maidan Garhi New Delhi 110068

Subject: Forwarding of ..... (.....) **Absentee Statement/  
Main Answer Books** of Course No.....in.....Programme

Sir,

Please find enclosed herewith ..... (.....) **Absentee  
Statement/ Main Answer Books** of Course Code No..... in .....  
Programme together with the following documents :

- I) Despatch Memo,
- II) Session wise consolidated Report of Present and Absent students,
- III) Computerized attendance sheet of students,
- IV) Attendance of Stray Cases,
- V) List of absentees,
- VI) Attendance Sheets of Supplementary Answer Sheet taken by the Student,
- VII) Question Opening Certificate.

Kindly acknowledge the receipt of the documents mentioned above.

Thanking you.

Yours faithfully,

Co-coordinator / Superintendent of Examination,  
IGNOU Study Centre .....